



المقدسي للتنمية المجتمعية  
Al-Maqdese for Society Development (MSD)

## Job Vacancies

Ref: JOB-06/2014

Al-Maqdese for Society Development invites applications from qualified candidates for the post of **Public Relations Assistant** : Full-time , 24 months renewable, work place : Jerusalem and/or Al-Ram

### Requested qualifications:

- Minimum of B.A in Development. Social Science. Human Rights. Business Administration and/or International Studies.
- Minimum 3 years work experience in the Fundraising & Public Relations field with civil society organizations.
- Excellent spoken and written English.
- Excellent knowledge and experience in dealing with Donors' different proposals formats.
- The ability to strategize plans for different fundraising activities.
- Professionalism in writing projects and programs narrative and technical reports
- The ability to perform well under the work pressure, and complete tasks efficiently bounded within a specific time frame.
- To have excellent communication skills, manage work teams and communicate with others.
- Good computer skills.
- Holder of a Jerusalem ID

### Main responsibilities and tasks :

- Write, review and update Al-Maqdese's proposals in Arabic and English.
- Translate from Arabic to English and vice versa.
- Coordinates with Al-Maqdese's Executive Directors the submission of grants and contracts on behalf of Al Maqdese.
- Prepare and write Al-Maqdese's projects and programs reports
- Prepare case studies, pictures and field data.
- Participate in preparing, writing and implementing Al-Maqdese's different plans
- Permanent coordination with the Executive Director and submitting work reports periodically and continuously.
- Represent Al-Maqdese's work at different events and internal and external meetings.
- Build and improve the relations with current donors and partners, and create relations with new donors and partners.
- Prepare general and specific contracts/Agreements.
- Participate in Al-Maqdese's daily work as writing reports, attending staff meetings, and performing required administrative tasks.
- Participate in the annual employees' evaluation and trainings required for jobs under the PR Department.
- Recruit, manage and supervise volunteers to work in the PR Department.
- Perform additional duties as requested by the Executive Director.

Interested candidates are encouraged to submit a cover letter along with the CV no later than 15/06/2014 at 16.30 with reference to the position title at E-mail address: [HR@al-maqdese.org](mailto:HR@al-maqdese.org)

Al-Maqdese isn't obliged to answer inadequate applications  
Al-Maqdese provide equal employment opportunities for All